

# Paying a Bill Online for Unregulated Heating Oil Tank (UHOT) fees

Pursuant to N.J.A.C. 7:26F-1.8(c)2, Unregulated Heating Oil Tank (UHOT) fees may now be paid electronically by e-Check or Credit Card. Once the Department receives at the dedicated email address [srpuhot@dep.nj.gov](mailto:srpuhot@dep.nj.gov) the completed administrative submission of forms, applications, and documents required pursuant to N.J.A.C. 7:26F, Heating Oil Tank System Remediation (HOTSR) rules, an automatic email will be sent with an invoice number to the consultant & the fee/billing contact.

The following instructions explain how to pay a bill online using an e-Check or Credit Card.

**Go** to the web site <http://www.nj.gov/dep/online/>.

**Governor Phil Murphy • Lt. Governor Sheila Oliver**  
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STATE OF NEW JERSEY  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**

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**njdep online** your portal to e-government services

Welcome to New Jersey Department of Environmental Protection's Online Business Portal

The NJDEP Online system can be accessed via the myNewJersey Portal at <https://www.nj.gov> or accessed directly from this page by selecting 'Log in to NJDEP Online'. You will be required to have a myNewJersey Portal account in order to access NJDEP's online services. If you do not have a myNewJersey Portal account you will be able to create one during the registration process. You will also be able to use this same myNewJersey account to access other services provided by other New Jersey Departments.

**NJDEP Online offers 2 different types of services, Non-registered and Registered:**

- 1 Non-registered Services** do not require NJDEP Online or myNewJersey account creation and can be accessed without logging in:
  - [Pay a Paper Invoice](#) (Certain invoice types are not available for online payment)
  - [Documents and Forms](#)
  - [Pay for a License](#)
  - [Pesticide Product Registration](#)
  - [Saltwater Angler Registration](#)
  - [Request a Waiver](#)
  - [Vehicle Registration Add-on/Modification](#)
  - [Vehicle Registration Renewal](#) (Recommended renewal method for companies with 30 or fewer vehicles)
- 2 Registered Services** require users to create a NJDEP Online and myNewJersey account:
  - [View Registered Services](#) (You must be logged in to use these services)

**Already a Registered User?**

[Login to NJDEP Online](#)

Some NJDEP Online services have associated fees. A Visa, MasterCard, Discover, American Express credit card, or a valid checking account is required for online payment of the required fees.

[Forgot your password?](#)

**New User?**

Please read the following instructions carefully before continuing:  
[Registration Instructions](#)  
(PDF - 1.27MB)

[Request Access to NJDEP Online](#)

For use with Microsoft Internet Explorer 11, Mozilla Firefox 34 or later or Google Chrome 33 or later.

**Click** on the link for “Pay a Paper Invoice.”

**Enter** the **Invoice Number** listed on the automatic email sent to the consultant & the fee/billing contact. Please note that you will not receive an actual paper invoice but an invoice number via email to complete the transaction.

**Click Continue.**

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Documents and Forms | Non-Registered Services | Registered Services

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### EXPRESS PAYMENT - ENTER INVOICE NUMBER

**IMPORTANT** As of July 1, 2015, the New Jersey Department of Environmental Protection (NJDEP) has transitioned from a transaction fee model to a convenience fee model for accepting credit card payments. Please note that NJDEP will continue to offer electronic check (eCheck/EFT) and Bill Me Later (available on some services) payment options completely free of any transaction charges.

As of April 1, 2019, the convenience fee is 2.0% of the amount being charged + \$0.50. If you select Pay via Credit Card, you will be transferred to the credit card processing web page. **This page will display a line item for the NJDEP fee and a separate Service Fee line item representing the credit card convenience fee to be charged.** As an example, if the DEP fee is \$50.00, the total charge will be \$51.50 (convenience fee = \$1.50).

In order to retrieve your invoice, please enter either the Invoice Number or the NJEMS Bill ID, exactly as found in the upper right of your paper invoice.

**Invoice Number:**  ←

**NJEMS Bill ID:**

Continue

You will be able to 'Pay a Paper Invoice' via **e-Check** or **Credit Card**. Select the desired payment method and enter the required information.

Please note that while paying by e-Check is free of transaction charges, payment by Credit Card has a convenience fee of 2.0% for the amount being charged + \$0.50. As an example, if the NJDEP fee is \$400.00, the total charge will be \$408.50 (convenience fee = \$8.50).

**Documents and Forms** | **Non-Registered Services** | **Registered Services**

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- 1 - Payment Summary
- 2 - Payment Details
- 3 - Review Payment Information
- 4 - Payment Confirmation

**Please Note**  
 You may click on a previously visited page (above) to navigate

**PAYMENT SUMMARY**

**Charges**

ID	Facility ID	Facility Name	Program	Service	Type	Creation Date	Amount
			Site Remediation	Cleanup Star Program	Unregulated Tank Program	10/26/2021	\$400.00
							<b>Total: \$400.00</b>

Clicking a column title will sort the table by that column.

STATE OF NEW JERSEY   
**PAYMENT MANAGEMENT SERVICES** FAQ | Contact Us

**Transaction Detail**

SKU	Description	Unit Price	Quantity	Amount
70101	depSrpOversight-Pay an Invoice	\$400.00	1	\$400.00
<b>Total</b>				<b>\$400.00</b>

**Payment**

Payment Type ✔

**Credit/Debit Card**

**Transaction Summary**

depSrpOversight-Pay an Invoice	\$400.00
Service Fee	\$8.50
<b>TOTAL</b>	<b>\$408.50</b>

**Need Help?**  
 Please complete the Customer Information Section

**Documents and Forms** | **Non-Registered Services** | **Registered Services**

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- 1 - Payment Summary
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- 4 - Payment Confirmation

**Please Note**  
 You may click on a previously visited page (above) to navigate back to that screen.

**MAKE PAYMENT - BY eCHECK**

In order to comply with new banking rules, please answer the following question:

Will the funds for the payment come from an account outside the United States (Yes/No)?

Yes  No

**Total: \$400.00**

**Bank Routing No.\*:**    
[How to find your Routing Number](#)

**Account Number\*:**

**Account Type\*:**

**Name on Account\*:**

**Contact Name\*:**

**Contact Phone No.\*:**

**Contact Phone No. Ext:**

**Contact E-Mail\*:**

\* Required